



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, December 14, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00438	Assessor I	Full-time	\$25.62 - \$33.38 hourly	12/07/15	12/23/15

Department:
ASSESSOR

Position Description:

There is currently one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties.

The eligible list for this position will expire one month after it is established.

*The salary schedule will increase each step by \$1.02 per hour for Accredited Minnesota Assessor designation (AMA) and \$2.19 per hour for Senior Accredited Minnesota Assessor (SAMA) designation or Certified Assessment Evaluator (CAE) designation of the International Association of Assessing Officers. In no event may an employee receive more than an additional total of \$2.19 per hour.

2015-00441	Assistant Superintendent of Water Distribution	Full-time	\$81,253.00 - \$88,788.00 annually	12/11/15	12/25/15
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Department:
PW - WATER TREATMENT & DISTR.

Position Description:

Assist in managing and supervising the City's Water Distribution operations and maintenance activities, oversee staff in the Water Distribution unit to ensure conformity to acceptable standards and implementation of Department initiatives, and provide high level management of Meter Shop operations.

Eligible list will expire two (2) months after being established

2015-00443	Communications Director (City Coordinator's Office)	Full-time	\$113,005.00 - \$133,960.00 annually	12/07/15	Continuous
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Department:
COMMUNICATIONS

Position Description:

The Communications Director directs the City's efforts to communicate City government news and information to the public. The Communications Director manages a staff that works strategically to provide information to a variety of internal and external audiences. The work includes: proactive and reactive media relations, strategic communications, internal communications, web and social media strategy, crisis communications, video production, government access TV channel management, graphic design and brand standards, employee training including communications skills instruction for City leadership and staff, and cable franchise management.

The City of Minneapolis is a City of the First Class with a Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. Charter department heads are nominated by the Mayor and appointed by the Executive Committee. Department

heads can be reappointed. Administrative operations of the City are the responsibility of the City Coordinator who is appointed in the same manner. This complex organization has an annual budget of \$1.2 billion. Approximately 3,960 employees work for the City.

2015-00413	Communications Director, Office of the Mayor	Full-time	\$73,201.00 - \$80,907.00 annually	11/09/15	Continuous
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Department:
MAYOR

Position Description:

[The Communications Director for the Office of the Mayor](#) is a politically appointed position that is responsible for building and executing a strategy for communicating the Mayor's policies and vision to a multitude of audiences throughout the city, state, region, and country, using a variety of tools and platforms. The director is also tasked with shaping office-wide messaging, collaborating with other City departments on internal and external messaging, and providing strategic counsel to the Mayor.

The director serves as the office's on-the-record spokesperson and is responsible for providing representatives of news media with accurate and timely responses to inquiries. This position optimizes various communications tools to support the efforts of the Mayor and the City.

Grow your career with a growing and vibrant world-class city that prides itself on being clean, green, diverse and active. What sets Minneapolis apart?

- We have a robust and diverse economy, with industry and businesses of all kinds.
- We are in the top five creatively vital cities in the country.
- We're a racially diverse city, home to large immigrant and native communities.
- We are an inclusive city, with a strong LGBT scene.
- We're known as one of the most bicycle-friendly cities.
- We love the arts: Minneapolis is second only to New York City in per capita attendance at theater and arts events.
- We have one of the premier park systems in the country, with 170 parks covering more than 6,700 acres of land and water.
- We have 22 lakes, giving us the nickname "The City of Lakes."

2015-00423	Coordinator Plans and Scheduling	Full-time	\$69,401.00 - \$75,836.00 annually	12/14/15	01/04/16
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Department:
PW - SANITARY SEWER

Position Description:

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation.

Eligible list will expire six (6) months after being established

2015-00414	Coordinator-Grants and Community Engagement	Full-time	\$62,866.00 - \$86,260.00 annually	12/07/15	12/28/15
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Department:
REGULATORY SERVICES

Position Description:

Provide Department-wide leadership on community engagement efforts, including special events and public meetings in the Regulatory Services Department and manage all departmental grant activity.

ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS FROM THE DATE OF CERTIFICATION.

2015-00436	Inspector Housing II	Full-time	\$24.52 - \$34.17 hourly	12/07/15	12/18/15
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Department:
REGULATORY SERVICES

Position Description:

Respond to complaints for nuisance condition violations, interior and exterior structural complaints and inspect assigned buildings and premises for compliance with the Housing Maintenance Code, including the rental dwelling license ordinance and related ordinances.

Eligible list will expire one (1) month from creation.

2015-00394	Principal Professional Engineer-C	Full-time	\$84,809.00 - \$108,179.00 annually	12/08/15	01/08/16
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Department:

PW - Transportation Planning & Programming

Position Description:

Perform professional engineering work in managing, directing, and supervising engineering, transportation planning, project delivery and capital programming in a sub-division of the Public Works Department ensuring compliance with Federal, State and Local requirements.

The current vacancy is with the Public Works Transportation Planning and Programming Division. This position is responsible for transportation engineering and planning activities; will oversee development of the five year capital improvement program, development of capital improvement projects and asset management including coordination with other divisions and departments. This position will work directly with elected officials, other agencies and the community.

The eligible list will expire upon hire.

2015-00408	Public Works Financial Analyst	Full-time	\$58,517.00 - \$80,830.00 annually	12/02/15	12/20/15
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Department:

PW - ADMINISTRATIVE SERVICES

Position Description:

Provide monitoring and evaluation of financial activities, and operational performance information and provide business and project management support to Public Works.

Eligible list will expire three (3) months after being established

2015-00422	Supervisor, Engineering Technician I	Full-time	\$30.01 - \$32.79 hourly	11/30/15	12/18/15
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Department:

PW - SANITARY SEWER

Position Description:

Participate in and supervise others engaged civil engineering work in the field and office.

The current vacancy is with the Public Works Surface Water & Sewer Division. This position requires considerable knowledge of civil engineering design and related computer software packages including Arc GIS, XPSWMM, Bentley MicroStation (CAD) and InRoads (Design).

Eligible list will expire two (2) months after being established.

2015-00395	Supervisor, Transportation Planner	Full-time	\$83,592.00 - \$102,501.00 annually	12/01/15	12/18/15
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Department:

PW - Transportation Planning & Programming

Position Description:

Perform professional transportation planning work in managing, directing and supervising transportation

planning, project delivery and capital programming in a sub-division of the Public Works Department ensuring compliance with Federal, State and Local requirements.

The current vacancy is with the Public Works Transportation Planning and Programming Division. The current vacancy is responsible for transportation planning activities. This position serves as the liaison on a wide variety of issues concerning transportation planning including the work of team members serving on technical committees for various regionally significant projects. This position will also assist with planning and development of the capital improvement program including coordination with other divisions and departments. This position will work directly with elected officials, other agencies and the community.

The eligible list will expire two (2) months after being established.